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9 August 1951

MEMORANDUM FOR: Assistant Director of Training

FROM :

[Redacted]

SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

Initiate, examine, formulate and recommend to the Director of Training plans and policies and changes thereto required in the fulfillment of the Director of Training mission.

b. Major Functions:

1. Assist in planning for and establishment of CIA Intelligence School.
2. Assist in planning for a National Intelligence College.
3. Assist in planning for and establishment of UTG/A Group.
4. Assist in planning for selection criteria for CIA trainees and for their training.

c. Current Major Tasks:

Student at [Redacted] for three months ending about 1 September. Familiarization with Near East: geography, people, governmental factors, educational facilities and strategic problems.

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d. Personnel Support:

1. Secretary part time
2. [Redacted] part time - major portion of time while attached to Plans and Policy Staff
3. Other members of O/TR - part time, in tasks of special interest to the respective individuals.

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e. Major Tasks Completed:

1. Proposed curriculum for the CIA Intelligence School.
2. Recommended list of lecturers for course of instruction of CIA Intelligence School.
3. Contributed to establishment of CIA Intelligence School, UTG/A and Career Corps Program.
4. Miscellaneous administration and support to Office of Training.

f. Future Tasks Planned:

1. Lectures to CIA Intelligence School and UTG/A.
2. Tasks as directed in connection with reorganization of Office of Training.

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